

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title: DEVELOPMENT OF TRAINING MATRICES	Number: 00-0000-182-01	Revision Number: 2	Date Effective: 5 Mar 97
	Prepared By: D. Tuttle, K. Colville, E. Woo, R. Kalaria, W. Strobel	Approved By: Sondra D. Gutkind	Page: 1 of 3

18.0 PURPOSE

To provide a consistent method for documentation of training.

18.1 SCOPE

This training procedure applies to all employees in the **Division Management System (DMS)** and those in the process of being certified.

18.2 RESPONSIBILITY

18.2.1 *The Pilot Program Department Head (PPDH) is responsible for the overall training program including development and retention of the Pilot Program Training Matrices as defined in this procedure.*

18.2.2 *The Human Resources Development Branch is responsible for processing training requests and maintaining individual Official Records of Training and course records in the Electronic System for Personnel (ESP).*

18.3 DEFINITIONS

18.3.1 *Job Function: A set of tasks an employee performs to meet the requirements of his/her position. A particular position may include one or more job functions.*

18.3.2 *Training Matrix: A document establishing the relationship between job function(s) and training required for each function.*

18.3.3 *Competency Matrix: A document that identifies which job function(s) each employee is trained and qualified for.*

18.3.4 *Individual Development Plan (IDP): As outlined in CARDEROCKDIVINST 12410.13, the IDP is used to identify the competencies needed to accomplish the developmental objectives and for recording the method*

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of training, the training source, and the completion date. IDPs are generated only under the circumstances outlined in CARDEROCKDIVINST 12410.13.

18.3.5 Performance Appraisal Review System (PARS) - As outlined in CARDEROCKDIVINST 12430.7, the Performance Appraisal Review System is the official system used to identify the elements and standards needed to perform the job requirements. The PARS system ensures that an annual review of the employee's performance is conducted. At that time, the supervisor also assesses the employee's ability to meet the training requirements and annotates any changes needed.

18.4 PROCEDURE

18.4.1 The PPDH will designate someone to perform the following:

18.4.1.1 Identify the different job functions for the Pilot Program.

18.4.1.2 Identify the training required for each job function. PARS may be utilized in determining the training requirements.

18.4.1.3 Develop a training matrix which matches the identified job functions to the training required.

18.4.1.3.1 Mandatory training records for the Division are maintained in the Human Resource Development Branch's ESP.

18.4.1.4 Validate the Training Matrix by signing and dating it.

18.4.1.5 Develop a Competency Matrix which matches employees to job function(s) that they are trained and qualified for.

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18.4.1.5 Verify that employees performing the function(s) meet the job requirements by signing and dating the Competency Matrix.

18.4.1.6 At a minimum, review both matrices annually to ensure that they are still current. Revise them as necessary.

18.4.2 Supporting documentation must be retained to provide information about the content, duration, and method of training for all employees. An IDP may be used as a method of documentation.

18.4.3 Pilot Programs preparing for ISO 9001 certification that previously did not have a formalized training system and did not keep training records can be grandfathered by the initial signing and dating of the matrices. Any additional changes to the matrices after that date must include the full supporting documentation as described in 18.4.2.

18.5 REFERENCES

18.5.1 CARDEROCKDIVINST 12410.13 of 20 October 95 Human Resources Development Program

18.5.2 CARDEROCKDIVINST 12430.7 of 12 April 93 Performance Appraisal Review System

18.6 RECORDS

18.6.1 Training Matrix

18.6.2 Competency Matrix

18.6.3 Official Records of Training